

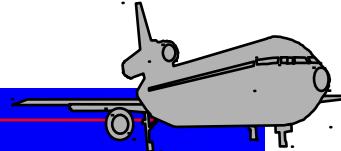
# ***Defense Travel System***

## ***“THE NEXT STEP”***

**Lt Col Harold P. Fagan  
Chief, Travel  
Reengineering Division**



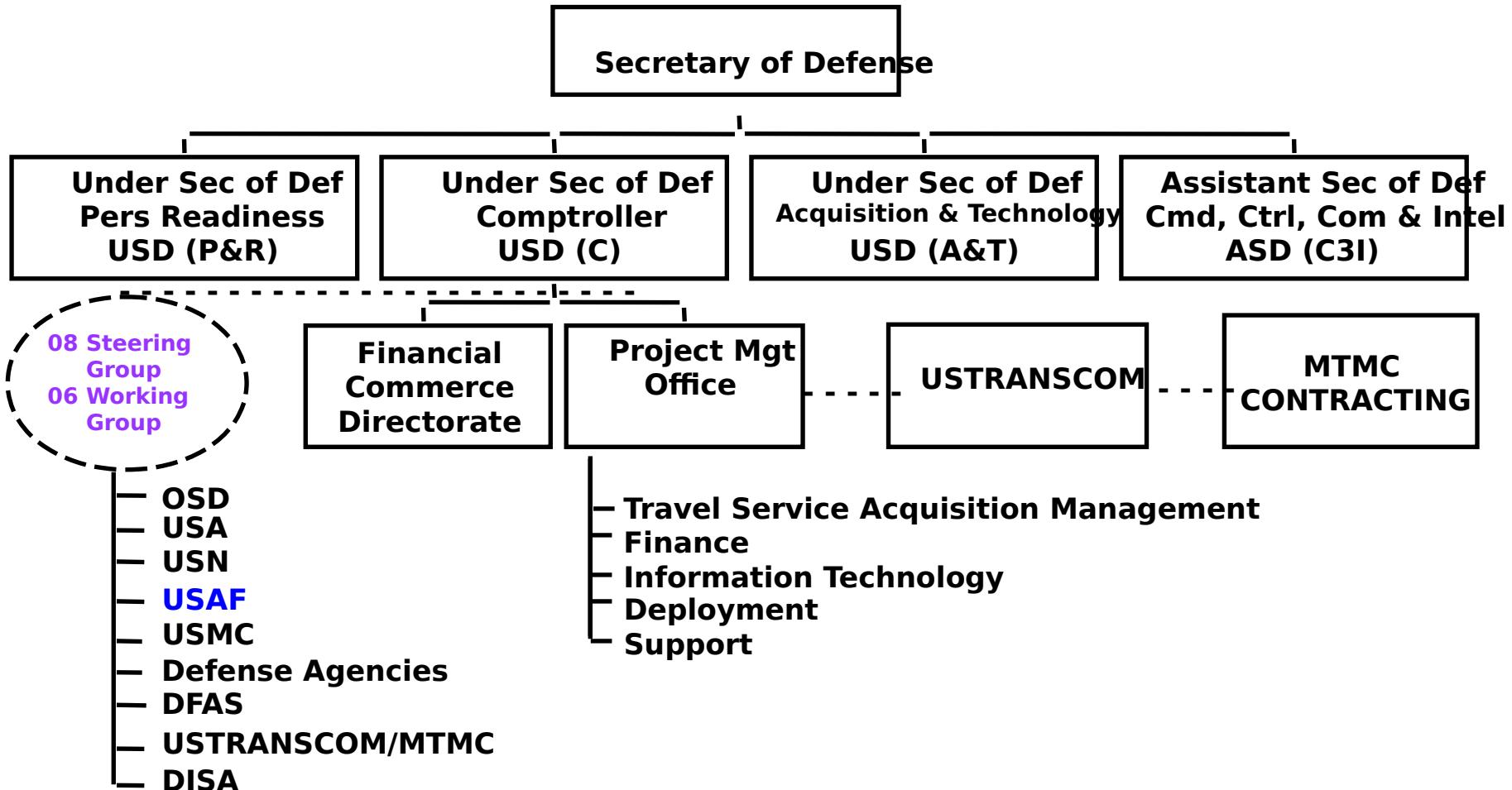
# OVERVIEW



- ❑ BACKGROUND
- ❑ DEFENSE TRAVEL SYSTEM
- ❑ CONTRACT UPDATE
- ❑ IMPLEMENTATION
- ❑ ISSUES

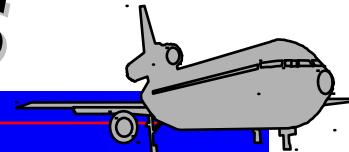


# **ORGANIZATION RELATIONSHIPS**



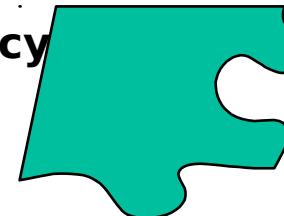


# ESSENTIAL ELEMENTS

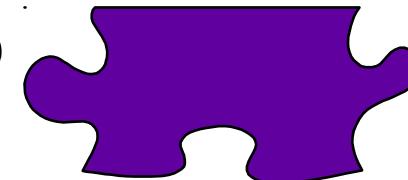


## Arrangements

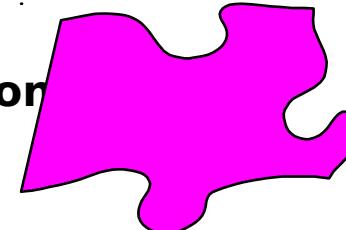
Policy



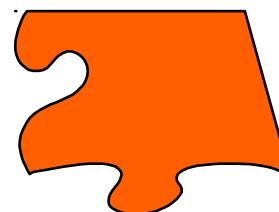
Payment



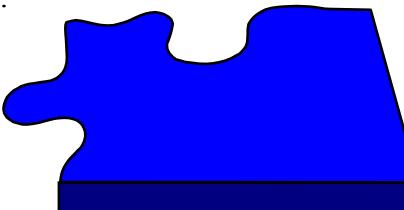
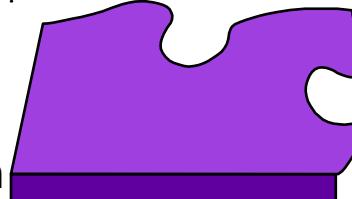
Authorization



Accountability



Execution

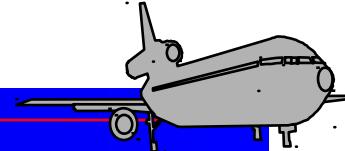


Audits

Reconciliation



# **OBJECTIVE**

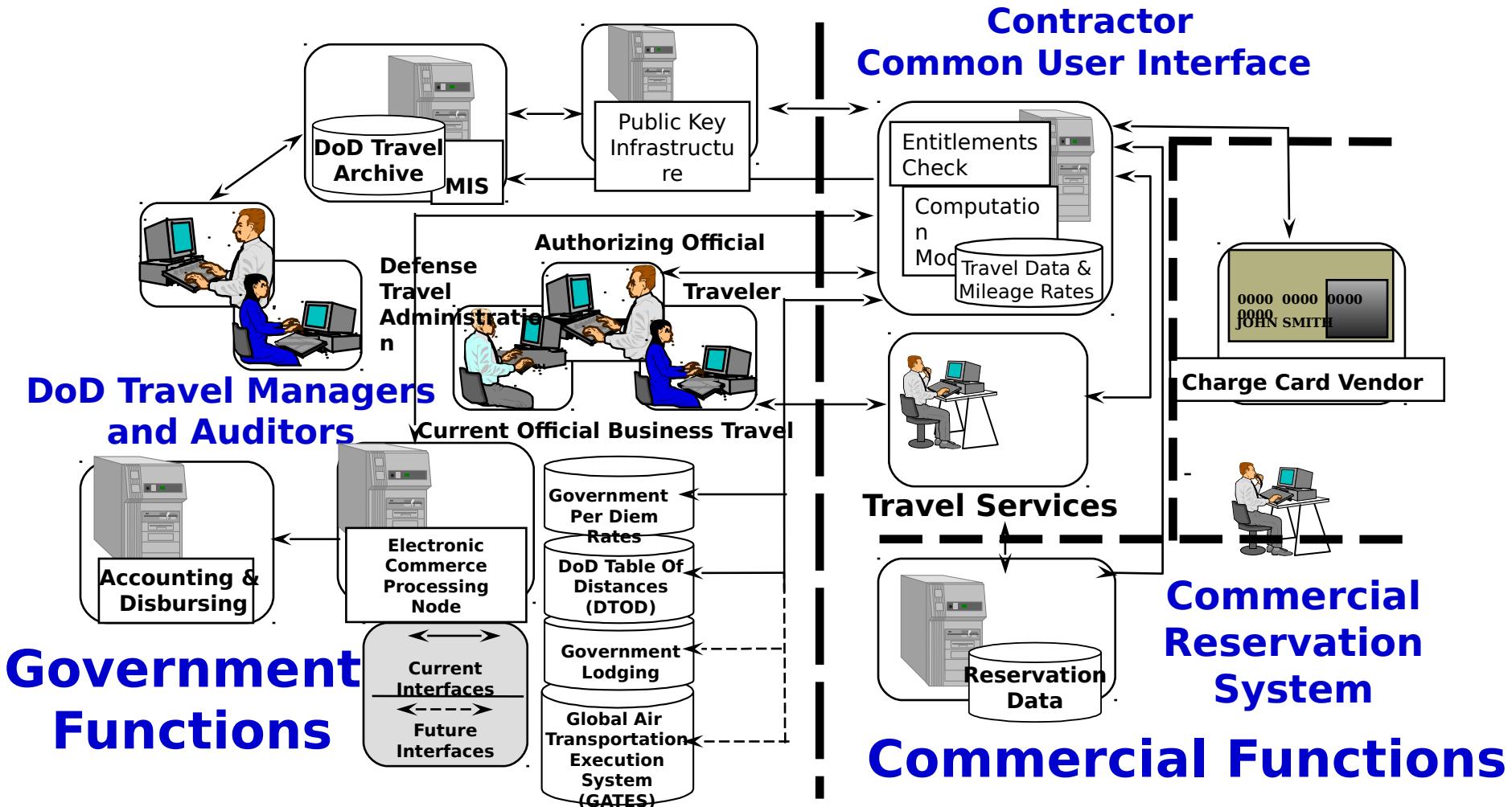
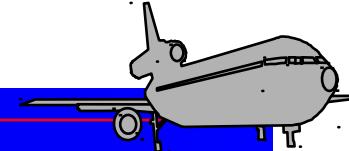


**Seamless, paperless Temporary Duty (TDY) travel system for all DoD organizations that meets the needs of travelers, commanders, and process owners**

- **Improves customer service**
- **Meets mission requirements**
- **Reduces costs**



# DEFENSE TRAVEL SYSTEM



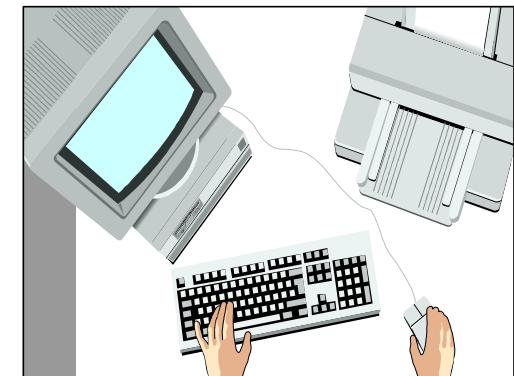


# COMMON USER INTERFACE (CUI)



## Functions accomplished via the Common User Interface (CUI)

- Travel arrangements (transportation, meals and lodging)
- Travel “should cost” estimates
- Travel checkbook management
- Policy checks
- Exceptions to policy
- Voucher completion



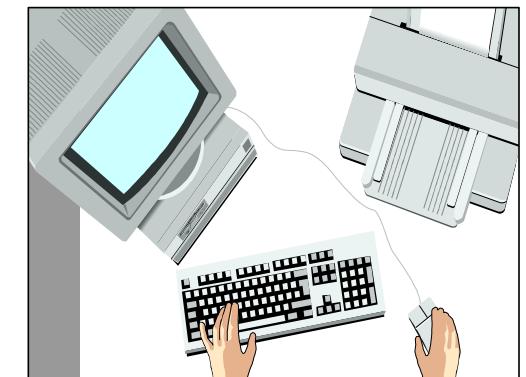


# COMMON USER INTERFACE (CUI)



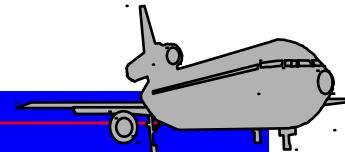
## Functions accomplished via the Common User Interface (CUI)

- Overdue claims
- Maintain travel data
- Digital signature
- Payment vouchers to DADS
- Archive/MIS Interface





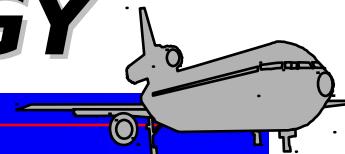
# CHALLENGES



- ❑ **Commercial Off the Shelf (COTS) Product for Service Requirements**
- ❑ **Revise Old Business Processes**
- ❑ **Uncharted Territory**
  - Large scale Application of Digital Signature
  - Electronic Data Interchange
  - Electronic DoD Archive Interchange
  - Electronic Records Management
- ❑ **Optimistic Test Schedule**
- ❑ **Security-Certification and Accreditation**
- ❑ **Aggressive Implementation Schedule**



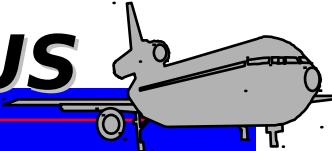
# ACQUISITION STRATEGY



- ❑ **First contract**
  - **Common User Interface (CUI) services**
    - --Worldwide deployment
  - **Traditional Commercial Travel Office (CTO) services**
    - --Official and Leisure
  - **Integration of CUI and CTO services**
- ❑ **Follow-on Contracts**
  - **CTO services - Official & Leisure**
    - --Multiple award - Indefinite Delivery, Indefinite Quantity contract
  - **Plug and play to the CUI**



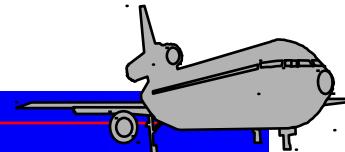
# **FOLLOW-ON CONTRACTS ACQUISITION STRATEGY - CONUS**



- ❑ **1 Solicitation**
- ❑ **18 Geographical areas**
- ❑ **Range est. annual dollar volumes**
  - **Official \$25-88 million**
  - **Leisure \$2.5-23 million**
- ❑ **Separate procurements**
  - **Official travel management services**
  - **Leisure travel management services**



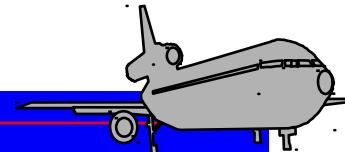
# CONTRACT UPDATE



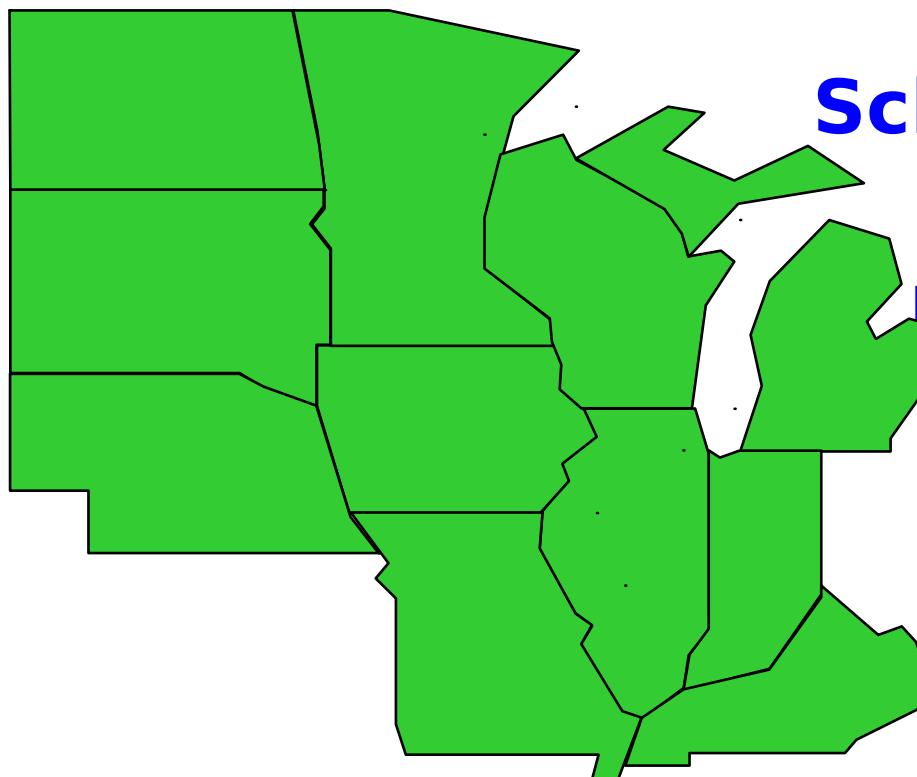
- ❑ Contract Awarded May 98
- ❑ Protest filed with GAO May 98
  - Complete work stoppage--110 days
- ❑ Protest Resolved Sep 98
- ❑ Work Resumed Oct 98
- ❑ System Test Nov 98
- ❑ Begin DTS implementation Spr 99
- ❑ DTS Worldwide Fall 01



# IMPLEMENTATION



## Commences in Defense Travel Region 6



**Scheduled  
Bases  
Date**

**Ellsworth** Jul 99

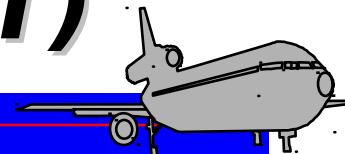
**Grand Forks** Jul 99

**Minot** Jul 99  
\*\*Site for DTS Phase III A&B System

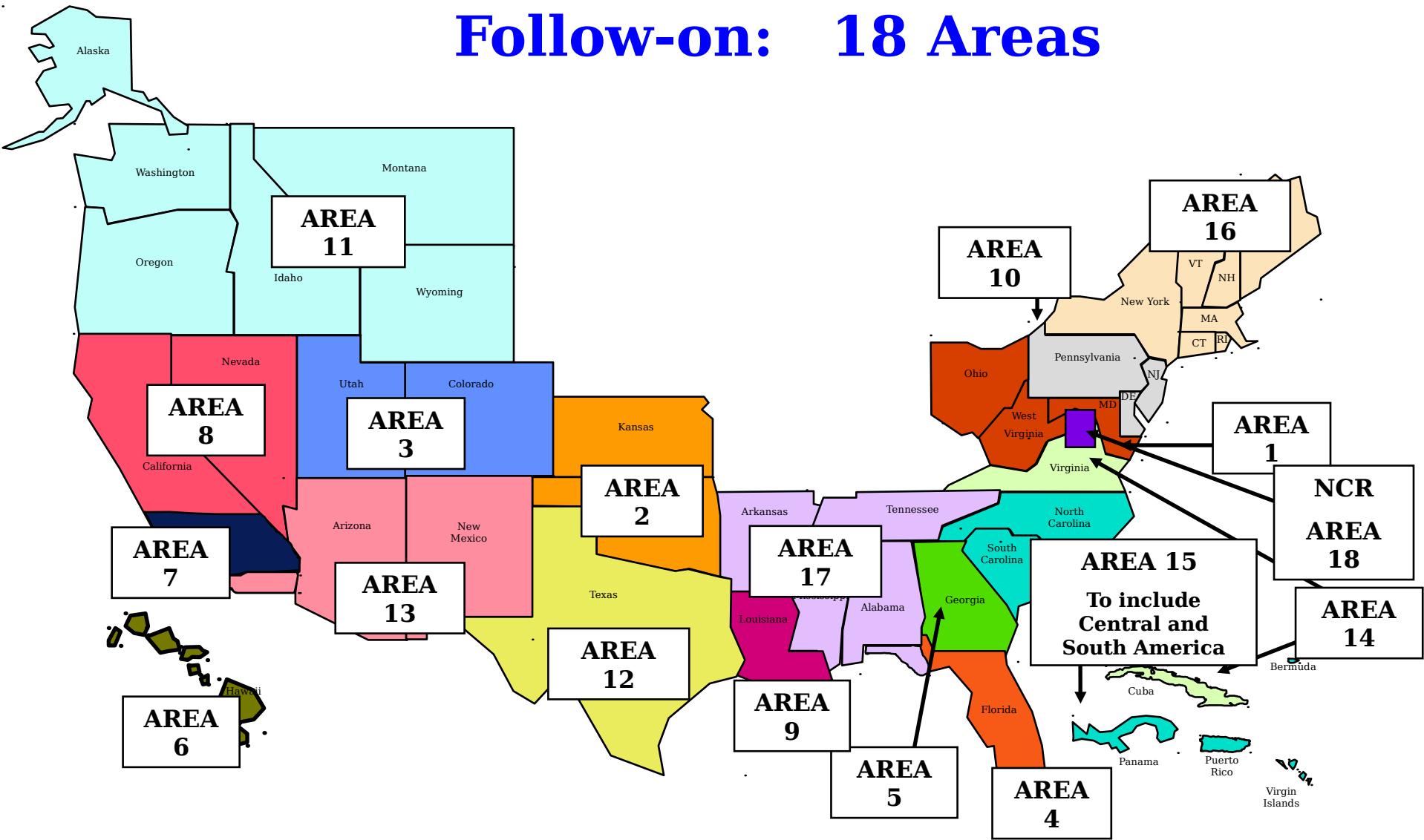
Officer A 22



# IMPLEMENTATION (CON'T)

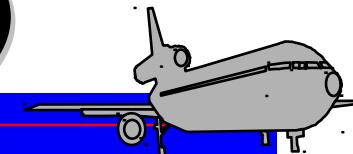


Follow-on: 18 Areas





# IMPLEMENTATION (CONT)

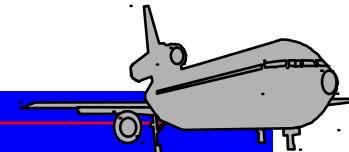


## CY 99

<u>BASE</u>	<u>DATE</u>	<u>BASE</u>	<u>DATE</u>
WHITEMAN AFB MO (IOC) 12/6/99	5/17/99	KEELSER AFB MS	
MINOT AFB ND	7/6/99	COLUMBUS AFB MS	12/6/99
GRAND FORKS ND	7/6/99	LACKLAND AFB TX	12/6/99
ELLSWORTH AFB SD 12/6/99	7/6/99	BROOKS AFB TX	
OFFUTT AFB NE	8/2/99	GOODFELLOW AFB TX	12/6/99
ARNOLD AFB Tn	8/2/99	LAUGHLIN AFB TX	12/6/99
PETERSON AFB CO 12/6/99	10/18/99	RANDOLPH AFB TX	
CHEYENNE MTN AS 12/6/99	10/18/99	KELLY AFB TX	
USAFA CO 12/13/99	11/1/99	TYNDALL AFB FL	
MAXWELL AFB AL 12/13/99	11/1/99	MOODY AFB GA	
ROME LAB, ROME NY	11/29/99	SHAW AFB SC	



# WHO USES DTS



*Currently, use of the DTS falls into two categories:*

**Full Use**

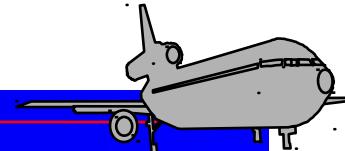
- All active duty DoD uniformed personnel (*including Reserve Component personnel on active duty*) and DoD civilians are **required to use the CUI exclusively** to perform official temporary duty travel.

**Limited Use (Arrangements Only).**

- Reservists on inactive duty, midshipmen and cadets, patients, and escorts and attendants for official temporary duty travel.
- Pre-employment travel, invitational travel, travel under emergency conditions while on temporary duty.
- All DoD uniformed and civilian personnel for



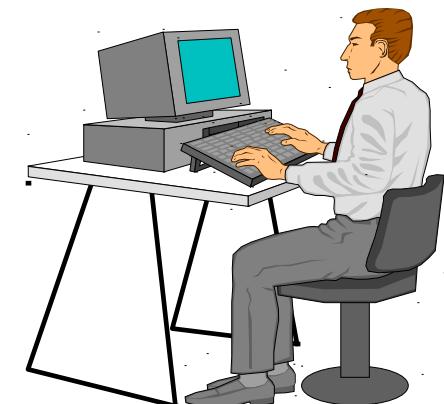
# TRAVELER



## ❑ Use Common User Interface:

- Request travel authorization
- Make travel arrangements
- Submit post-travel claims

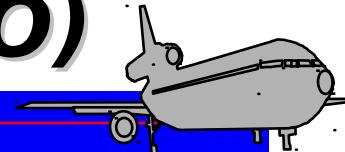
## ❑ Retain required receipts\*



\* Traveler required to maintain receipts for 6 years, 3



# AUTHORIZING OFFICIAL (AO)



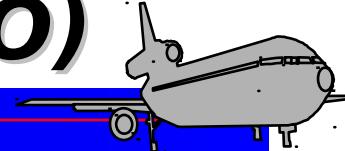
## General Responsibilities

- Directs/authorizes travel
- Obligate Unit Travel Funds
- Authorize trip arrangements
- Approve Travel expenses





# AUTHORIZING OFFICIAL (AO)



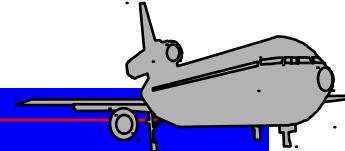
## Specific Responsibilities

- Lodging Selection
- Mode of Transportation
- Rental Cars
- Trips Home
- Phone Calls
- Shipment/storage of household goods
- Travel days





# DEFENSE TRAVEL ADMINISTRATION (DTA)

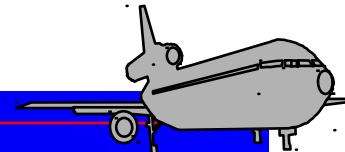


- ❑ **Two-Tiered Approach**
  - Installation (FM) and Organizational DTAs
- ❑ **Input and Maintain Users Profile**
  - Personal and Financial Data, Travel Preference
  - Link Travelers to Authorizing Officials
  - Joint responsibility (FM and Orgs)
- ❑ **Establish and Review Org's Checkbook**
  - Overlay RC/CC System
  - Joint responsibility (FM and Resource Advisors)
- ❑ **Local Help Desk**
  - Single POC for all DTS related issues
- ❑ **Training**
  - Recurring and Follow-on Training as required
  - AF-unique policies and procedures for TDY travel





# TRAINING

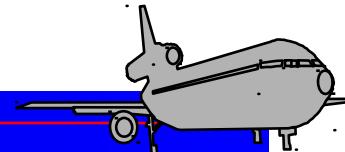


- ❑ **Comprehensive DTS Training Program**
  - Based on “Train-the-Trainer”(TTT) Approach
    - Vendor-provided Training
    - Government-provided Training
- ❑ **Specialized Training**
  - Recurring for DTAs
  - Travelers and Authorizing Officials
- ❑ **AF-unique Training**
  - Tailored to AF Organization
  - Based on Pilot Experience





# SYSTEM TEST

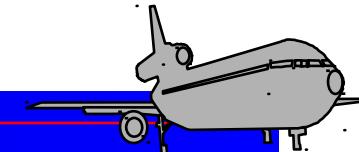


- ❑ DTS will be tested in 4 Phases
  - Joint Interoperability Test Command (JITC) has lead
    - ❑ Phases I, II, and IIIB--JITC
    - ❑ Phase IIIA Parts 1& 2--Whiteman AFB
    - ❑ Phase IV-- Ft Campbell
  - Phase I began--Nov 98
    - ❑ Results--Partially Successful
    - ❑ Re-test focused on DFAS Certification
    - ❑ Lessons learned
- ❑ Whiteman AFB--22 Feb-12 Mar
  - Preparation on-going
  - Test Participants from all MAJCOMs
  - “First” Operational Site for DTS





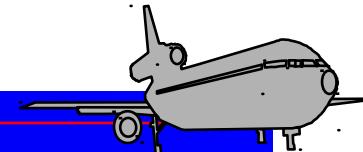
# DIGITAL SIGNATURE



- ❑ **Everyone who uses DTS must have a Digital Signature**
  - **Travelers use to initiate the trip request**
  - **Approving Officials (AO) use to authorize travel**
  - **Travelers use to file travel expenses**
  - **AO's use to approve travel expenses**
- ❑ **DoD issued Digital Signatures are a legal method of signing official documents.**
- ❑ **AF placed responsibility for Digital Signature in Information Assurance Office**



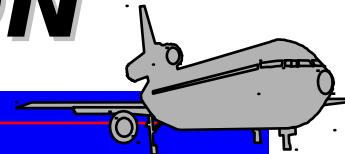
# **WHAT YOU CAN DO -- NOW!**



- ❑ Take the Lead**
- ❑ Review available Information**
  - Understand DTS Concept of Operation
  - AF Implementation Template
    - ❑ Milestones for standing up DTS
- ❑ Establish DTS Implementation Team**
  - Identify Key Functional Areas, and POCs--Internal and External
  - Identify Unique Requirements
- ❑ Focus on the Future**
  - Old Paradigms vs New Technology



# **FOR MORE INFORMATION**

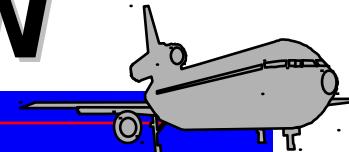


**MAJCOM/HQs**      **POC**      **DSN**

ACC	Lt Col Phillips	574-3379
AETC	Lt Col Flanagan	487-5393
AFMC	TSgt Hockless	986-3611
AFSPC	SMSgt Fish	692-5741
AFSOC	SSgt White	579-1736
AMC	SMSgt Dunn	576-5530



# **FOR MORE INFORMATION**



## **AF TRAVEL REENGINEERING DIVISION**

**Worldwide Web:** <http://www.hq.af.mil/SAFFM/>

**Phone:** (703) 614-8258 (DSN-224)

**FAX:** (703) 697-6670

**E-Mail:** [harold.fagan@pentagon.af.mil](mailto:harold.fagan@pentagon.af.mil)

**Mailing Address:**

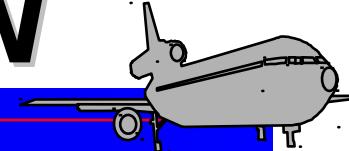
SAF/FMBOT

1130 Air Force Pentagon

Pentagon, Wash DC 20330-1130



# **FOR MORE INFORMATION**



## **PROJECT MANAGEMENT OFFICE DEFENSE TRAVEL SYSTEM**

**Worldwide Web:** [www.dtic.mil/travelink/](http://www.dtic.mil/travelink/)

**Phone:** (703) 607-1498 {DSN 327}

**FAX:** (703) 602-8570 {DSN 332}

**E-Mail:** [pmodts@osd.pentagon.mil](mailto:pmodts@osd.pentagon.mil)

**Mailing Address:**

**Crystal Square 4, Suite 100  
1745 Jefferson Davis Highway  
Arlington, VA 22202-3402**